

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

[Redacted]

Federal Women's Program Coordinator

EXTENSION

NO.

DATE

4 May 78

TO: (Officer designation, room number and building)

DD Pers - [Redacted]

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Janney
Director, Personnel

5/5/78

9/10

J

2. DD P+C

5/5/78

9/10

DM

3. Record

40' clock
Possibly?

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

2. 3-

Discussed with
DIPers -

Copies of guidelines
etc. may be
provided [Redacted]

DM

4 May 1978

MEMORANDUM TO: Director, Office of Personnel

FROM

:
Federal Women's Program Coordinator

SUBJECT : Establishment of Career Service Panels for
the Career Man

1. I am pleased at the progress toward Career Service Panels for secretaries and clerical personnel since it has been an objective of the Federal Women's Program for several years. Have you considered briefing OTR courses such as the Secretarial Administration Course when your plans are completed? I talk to these courses regularly and find that misconceptions abound.

2. Please place me on your distribution list for guidelines and policies being forwarded to the Directorates. I would also appreciate being included in any briefings you may hold on this subject. Many of the inquiries and complaints I receive from women concern this issue.

STAT